

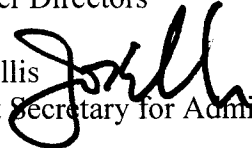


DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Administration and Management
Washington, D.C. 20201

To: Operating Division Heads
Staff Division Heads
Executive Officers
HR Center Directors

From: Joe W. Ellis 
Assistant Secretary for Administration and Management

Subject: Department-Wide Hiring Controls

NOV 14 2005

Effective immediately, a Department-wide control on hiring is in effect, including the use of all authorities, at all grade levels, from outside Health and Human Services (HHS). This hiring restriction includes all temporary and permanent appointments and transfers into HHS. Additionally, the use of contractors for work that would otherwise be done by employees but for these hiring controls is prohibited. These controls apply to all OPDIVS and all STAFFDIVS.

Our FY06 appropriation has not been determined and may in some cases be less than in FY05. Likewise, final request amounts for the FY07 budget have not been determined. Now is an opportune time for all components of the Department to make an objective organizational assessment and determine whether our structure is aligned to achieve the goals set by the Secretary. During this period, we should also consider how to more efficiently deliver our programs, how to better use our existing workforce, and identify leaders for critical positions.

These hiring controls are not intended to curtail missions. Their purpose is to encourage managers to think strategically about what will be the staffing needs this fiscal year as we look objectively at how to more efficiently deliver our missions. Accordingly, these hiring controls will be lifted for an OPDIV or STAFFDIV when a comprehensive workforce plan for FY06 is presented to and approved by my office. It is my expectation that most plans will be approved quickly. Each workforce plan should include an assessment of the current workforce, anticipated changes and additions for the remainder of the fiscal year, and should demonstrate that the workforce is or will be aligned to successfully deliver our missions consistent with the expectations of the Secretary. The counselors to the Secretary will be integral to final approval of the workforce plans.

Current recruitment actions for which vacancy announcements are open can continue through completion; however, there should be no job offers made to persons not currently employed by HHS. Written job offers made prior to the date of this memorandum will be honored.

Requests for exceptions to these hiring controls may be submitted to my office. Any such requests must include written justification for granting the exception. Exceptions will be allowed only in limited circumstances, such as to fill critical positions, recruit specific individuals, and add other staff that are necessary to fulfill our missions.

These hiring controls do not apply to internal promotions, transfers of people already employed by HHS, reimbursable details, or competitive sourcing actions.

Should you have questions regarding these hiring controls, please contact Robert Hosenfeld, Deputy Assistant Secretary for Human Resources, at (202) 690-5549.